



Setting up Your Profile

My Triand identifies who you are by your profile. It is important that your profile is set up correctly to ensure your access is established correctly.

When you log in to My Triand, click on your name in the menu to access your profile.



Some of your profile information has been completed, based on information entered when the account was created, but you can provide more information or make any necessary corrections here.



Upload photo

First	<input type="text" value="Jane (example)"/>
Middle	<input type="text"/>
Last	<input type="text" value="Doe"/>
Email	<input type="text" value="jane.doe@schoolemail.com"/> <small>What you'll use to log in.</small>
State	<input type="text" value="AR - Arkansas"/> <small>Where you live (so we know what standards to use).</small>
District	<input type="text" value="HOT SPRINGS SCHOOL DISTRIC"/>
School	<input type="text"/>
Job Title	<input type="text"/>
State-ID	<input type="text"/> <small>Managed by your State Education Agency.</small>
<input type="button" value="Save"/>	



1. You can make additions or updates to your first, middle & last names.
2. Ensure that your email address, district and school names are correct.
Enter your job title in the appropriate field.
To complete the District and School information, type only the first few letters of the name. Triand will generate a list for you to choose from *(the LEA number will appear for districts with same names)*.
3. My Triand allows you to upload any JPG, GIF, or PNG file if you wish to include a profile picture.
4. If you have a State-ID number, this will be populated for you after the next APSCN update.

A screenshot of the Triand user profile form. The form is divided into several sections. On the left, there is a large grey box for a profile picture, with a red box containing the number "1" next to it. Below the picture box is a purple button labeled "Upload photo" with a red box containing the number "3" next to it. To the right of the picture box, there are input fields for "First" (containing "Jane (example)"), "Middle" (empty), and "Last" (containing "Doe"). A red box with the number "2" is next to the "Email" field, which contains "jane.doe@schoolemail.com". Below the email field is a dropdown menu for "State" (set to "AR - Arkansas") and a text field for "District" (containing "HOT SPRINGS SCHOOL DISTRIC"). Below these are fields for "School" and "Job Title". At the bottom, there is a "State-ID" field and a "Save" button, which is circled in red. A red box with the number "4" is next to the "State-ID" field. The text "Managed by your State Education Agency." is visible below the "State-ID" field.

After all changes are made, click the "Save" button to save your information.